

**CITY OF PLEASANT HILL**

Established: 02/01

Pay Range: 105

Bargaining Group: PACE

## **EXECUTIVE SECRETARY**

### **To The Chief of Police**

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#### **DEFINITION**

To perform highly responsible and confidential secretarial duties for the Police Chief and Police Management; and to perform various administrative tasks in the management of the Police Chief's office.

#### **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local laws, policies, procedures and practices; standard municipal accounting practices and financial record keeping; telephones, FAX machines, Personal computers and various software (WordPerfect, Microsoft Word and Excel), printer, calculator, copy machine and various resource materials.

#### **WORKING CONDITION**

Inside work. Work requires the ability to work independently in the absence of supervision and exercise high level of confidentiality

#### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as ledgers, files, records, etc.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Police Chief or Administrative staff.

May exercise direct supervision over assigned clerical staff.

#### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Perform complete staff work for the Police Chief and staff; prepare or process communications to Police Department employees and individuals or entities outside the department; follow up on assigned responsibilities.

Process bi-monthly timesheets for the department in an efficient and timely manner.

Coordinate the administrative activities ensuring that information is disseminated to staff and clients.

Schedule and coordinate meetings, appointments, and conferences for Police Chief and staff.

Communicate to Police Chief and staff pertinent information relating to the Department and the City.

Prioritize, distribute, and process incoming and outgoing mail for Police Chief.

Research, analyze and compile data for specialized projects and various reports.

Organize and maintain paper and electronic files.

Supervise, train and evaluate subordinates as assigned.

Process all departmental invoices for payment verifying all material and equipment has been received.

Order all office supplies including mandated forms (DMV, Dept. of Justice, etc.)

Transcribe dictation or interview recordings.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment and business letter writing.

Personal computers to run spreadsheets (Excel), word processing (Microsoft Word & WordPerfect), database management, graphics programs, desktop publishing and research over the internet

Record keeping principles and procedures for payroll processing (FLSA) and law enforcement.

**Ability to:**

Understand the organization and operation of the Police Department and outside agencies as necessary to assume assigned responsibilities.

Exercise high level of confidentiality.

Communicate effectively, orally and in writing.

Work cooperatively with other agencies and City officials.

Interpret and apply administrative and Department policies, laws, and rules.

Type 60 words per minute.

Type accurately from clear copy and take dictation or transcribe from a dictating machine at a speed necessary for adequate job performance.

Independently respond to letters and general correspondence.

Compile and maintain complex and extensive records and files.

Analyze situations carefully and adopt effective courses of action.

Understand and carry out oral and written directions.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience**

Five years of increasingly responsible secretarial and clerical experience.

**Education**

AA degree or equivalent supplemented by specialized secretarial courses.

**LICENSE OR CERTIFICATE**

Possession of or ability to obtain an appropriate California driver's license.